



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Employee Safety
INITIAL EFFECTIVE DATE	April 24, 2017
LAST REVISION DATE	Replaces <i>Section 21.1, 21.2, 21.3, 21.4, 21.5 and 21.6</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.
POLICY NUMBER	16.01

OBJECTIVE The safety and well-being of employees is of top priority. The City has developed safety rules and reporting requirements. Each and every employee is required to comply with all safety rules and to exercise caution in all work activities.

SCOPE This policy applies to all employees.

POLICY

The City of Watauga is committed to providing a safe work place for all employees by establishing and maintaining an effective safety program. The City considers safety and health to be a fundamental part of our organization's operations. The responsibility for safety resides with each employee. Each employee is challenged to stay informed and to take responsibility for their own safety, the safety of co-workers, and the safety of citizens. To ensure the success of our safety process, all employees must adhere to the safety policies and procedures that have been developed to protect us and minimize liability to the City.

A. Employee Responsibilities

Every employee has the responsibility to be knowledgeable of safety rules applicable to the employee's work. An employee shall:

1. Follow all safety rules, posted safety signs, job safety training, and operating procedures applicable to the employee's work
2. Immediately report accidents and injuries to the employee's supervisor, regardless of how minor
3. Immediately report unsafe conditions, equipment, acts, fire or suspicion of fire to the employee's supervisor
4. Maintain the employee's work area and work facility in a clean, healthful, and sanitary condition
5. Maintain City equipment under the care of the employee in accordance with accepted safety practices applicable to the specific equipment and perform required safety checks of the equipment both before and following operation of the equipment
6. Smoke only in areas designated as " Smoking" areas
7. Consume food and beverages in designated areas only

B. Management Responsibilities

Management is responsible for providing a place of employment that is free from recognized hazards that could result in injuries and accidents. Since it is impossible for a Department Director to personally observe all employee activities, management must assure that all supervisors are trained and are aware of their safety responsibilities. Other safety responsibilities for Department Directors and supervisors include:

1. Provide leadership and direction concerning safety activities
2. Provide ongoing training to all employees and provide training for any new equipment or processes introduced into the work place
3. Participate actively in the continuous evaluation of the safety program
4. Set goals concerning safety performance within your department
5. Review losses for potential trends on a regular basis
6. Enforce all safety rules
7. Train and instruct each employee that moves into a position under his/her supervision in the proper safety regulations affecting that position
8. Participate in facility and work site audits
9. Participate and support all accident investigation activities
10. Review accident reports and recommend corrective actions to prevent recurrence
11. Take disciplinary action as recommended by the Safety Review Board

C. Accident and Injury Reporting

All accidents and injuries, however slight or seemingly inconsequential, **must immediately be reported** to the appropriate supervisor or the Human Resources Director. Failure to report any accident or injury within 24 hours of its occurrence may lead to disciplinary action, up to and including termination of employment. Such reports are necessary so that the City can remain in compliance with applicable laws and begin workers' compensation benefit procedures where appropriate. In addition, post-accident or post-injury testing may be required. **See Policy 10.09 Drug and Alcohol Free Workplace.**

Employees who violate safety standards, who cause or exacerbate hazardous or dangerous situations, or who fail to report or, where appropriate, correct such situations, will likely be subject to immediate disciplinary action, up to and including termination of employment.

D. Accidents Involving City Equipment or Vehicles

Any employee involved in an accident while operating City equipment or vehicles shall report the accident **immediately** to the supervisor and to the proper law enforcement agency. The employee must complete an accident report, no matter how minor the damage is to the vehicle, and submit to the supervisor and to the Human Resources Director.

Any employee involved in any type of accident involving City equipment may be disciplined if, upon investigation, it is determined that the employee was negligent or through carelessness or recklessness contributed to the cause of the accident.

A Department Director shall submit a vehicle damage report to Human Resources and Fleet Services not later than the next business day following the day of the accident. A copy of the police report of the accident shall be forwarded to the City Secretary for filing with the City's insurance carrier as appropriate.

E. Damage Not Related to an Accident

When damage to a vehicle is discovered, the supervisor must be notified immediately and a report submitted to the Human Resources Department and City Secretary with a copy to Fleet Services.

F. Investigation Policy

It shall be the policy of the City of Watauga to investigate thoroughly all reports of damage or accidents occurring to or caused by any unit of the motor fleet or equipment fleet. **See Policy 15.01 Vehicle Use, Section H. Fleet Safety Committee.**

G. Safety Training

Safety training includes formal training, if applicable, for City employees and on-the-job safety training for all employees. Additionally, the City will periodically make available special training programs to address areas that require immediate attention and any other classes that contribute to the safety of employees.

H. Required Use of Protective Equipment

An employee shall use or wear appropriate protective equipment in areas of the work place that could pose a danger to employees. Designated hazardous areas will be posted with a conspicuous sign that describes when and what type of protective equipment is required to remain in the area. Use of appropriate protective equipment is not optional for an employee. Protective equipment includes, but is not limited to: head protection, ear protection, face and eye protection, respiratory equipment, safety belts, protective footwear, and special work clothing. An employee that fails to use or properly use protective equipment will be subject to disciplinary action up to and including dismissal.